

# EMPLOYEE HANDBOOK

## FORT MONMOUTH, NEW JERSEY

6 FEBRUARY 2004

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## **FORWARD**

***Welcome to Fort Monmouth. This handbook will acquaint you with many of the basic rules and procedures regarding federal employment. It is not intended to provide comprehensive coverage of all facts of federal employment, nor should it be regarded as a substitute for regulatory guidance. Rather, it is designed to answer many questions you might have regarding your government employment.***

*If you need more information or wish a more thorough explanation, please feel free to discuss your questions with your supervisor or a member of the Civilian Personnel Advisory Center (CPAC) or visit the Knowledge Center at:*

<https://www.kc.us.army.mil/>

Registration is mandatory for all CECOM employees. NOTE: New employees must first register in "Army Knowledge Online (AKO)" at: [https://www.us.army.mil/portal/portal\\_home.jhtml](https://www.us.army.mil/portal/portal_home.jhtml).

You will then be permitted to complete your registration in the Knowledge Center at: <https://www.kc.us.army.mil/registration>.

## **CHAPTER 1 INTRODUCTION**

### **FORT MONMOUTH, YESTERDAY AND TODAY**

The scientific and logistics hub that is Fort Monmouth today is a far cry from the briar-covered tract that greeted the eyes of 32 soldiers who arrived at the site on Monday, June 4, 1917 - the vanguard of thousands of troops that would crowd the post in



ensuing weeks. From a tiny cluster of Army tents squatting in a clearing not far from the New Jersey seashore during World War I, Fort Monmouth has grown to be a leading military technological and logistics center.

The bustling years between the First World War and the present have seen Fort Monmouth scientists and engineers make breathtaking advances in military research and development. Here, in 1928, the first radio-equipped meteorological balloon soared into the upper reaches of the atmosphere, forerunner of a weather sounding technique universally used today. It was here, in 1938, that the first United States aircraft detection radar was developed. And here, in January 1946, space communications were proven feasible when a radar pulse was bounced off the moon and a return signal received.

At this historic post now, Army researchers are pushing ahead with their work in electronics and allied fields to provide better, more sophisticated equipment and systems for the American warfighter. Fort Monmouth is the Army's center for the development of a vast array of vital communications and electronics equipment and systems and is home to the U.S. Army Communications-Electronics Command (CECOM). CECOM employs over 9,000 civilian and military employees worldwide, of which more than half are stationed at Fort Monmouth. All together over 5,000 civilians are employed here at Fort Monmouth in CECOM and resident activities, including some 1,400 professional engineers.

Products developed at Fort Monmouth over the years have had wide application and significant economic impact in the private sector. Some examples of these technological spin-offs include walkie-talkie radios, radar systems, transistors, night vision devices, communications satellites, solar batteries, and software applications for tactical computers and global positioning systems. Fort Monmouth manages more than 62,000 different items of electronics equipment. Our workforce is engaged in -

- Logistics and supply management.
- Contracting and procurement.
- Preparation of technical manuals.
- Financial management.
- Technical assistance to the field.
- Research and development.
- Project/product Management.
- Software engineering products and services.

## **MERIT PRINCIPLES**

What are they? They are employment practices and actions that the federal government must follow. There are nine basic principles governing all personnel actions.





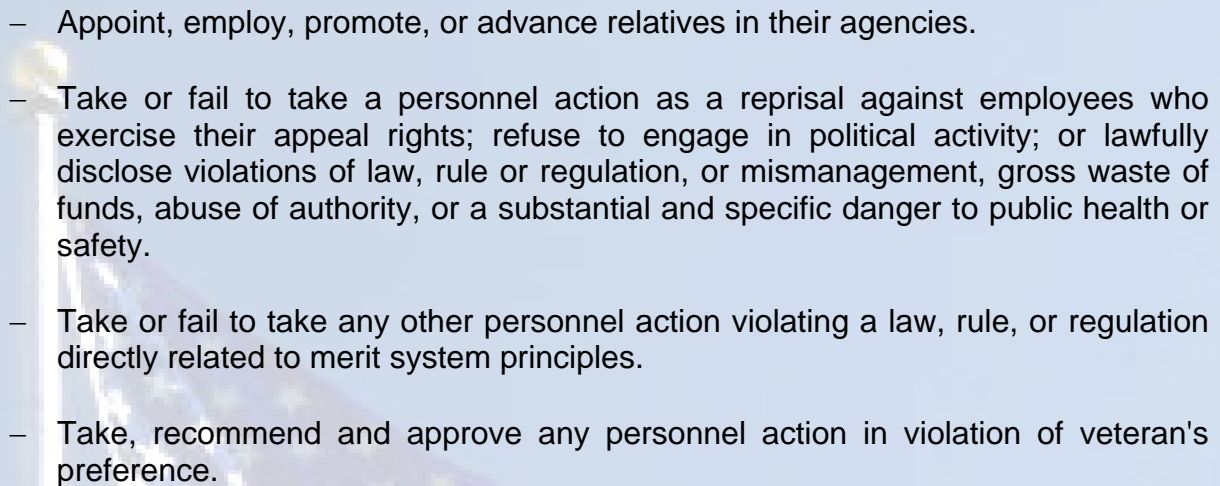
1. Recruitment from all segments of society, and selection and advancement on the basis of ability, knowledge, and skills, under fair and open competition.
2. Fair and equitable treatment in all personnel management matters without regard to race, color, sex, religion, national origin, age, disability, marital status or political affiliation with proper regard for individual privacy and constitutional rights.
3. Equal pay for work of equal value, considering both national and local rates paid by private employers, with incentives and recognition for excellent performance.
4. High standards of integrity, conduct, and concern for the public interest.
5. Efficient and effective use of the federal work force.
6. Retention of employees who perform well, correcting the performance of those whose work is inadequate, and separation of those who cannot or will not meet required standards.
7. Improved performance through effective education and training.
8. Protection of employees from arbitrary action, personal favoritism, or political coercion.
9. Protection of employees against reprisal for lawful disclosures of information.

### **Prohibited Practices by Officials and Employees who are Authorized to Take Personnel Action.**

The law defines prohibited practices and requires disciplinary action to be taken against offenders who:

- Discriminate against any employee or applicant.
- Solicit or consider any recommendation of a person who requests or is being considered for a personnel action unless the material is an evaluation of the person's work performance, ability, aptitude, general qualifications, or character, loyalty, and suitability.
- Use official authority to coerce political actions, to require political contributions, or to retaliate for refusal to do these things.
- Willfully deceive or obstruct an individual as to his or her right to compete for federal employment.
- Influence anyone to withdraw from competition, whether to improve or worsen the prospects of any applicant.
- Grant any special preferential treatment or advantage not authorized by law to a job applicant or employee.



- 
- An American flag is visible in the background, waving on a flagpole. The flag is partially obscured by the text and other elements on the page.
- Appoint, employ, promote, or advance relatives in their agencies.
  - Take or fail to take a personnel action as a reprisal against employees who exercise their appeal rights; refuse to engage in political activity; or lawfully disclose violations of law, rule or regulation, or mismanagement, gross waste of funds, abuse of authority, or a substantial and specific danger to public health or safety.
  - Take or fail to take any other personnel action violating a law, rule, or regulation directly related to merit system principles.
  - Take, recommend and approve any personnel action in violation of veteran's preference.

## **CHAPTER 2**

### **RESPONSIBILITIES**

#### **CODE OF ETHICS**

The Code of Ethics is a living document. You are required to read it and understand that your official responsibility will always come above any other interests or associations. In addition to this document, you will be required to read a number of publications regarding employee conduct, performance, and obligations.

You should be aware that employees are prohibited from directly or indirectly using or allowing the use of official information obtained through or in connection with their federal employment, which has not been made available to the general public, for the purpose of furthering a private interest.

#### **WHILE ON DUTY**

You are responsible to report for work at your prescribed duty time and be prepared to perform the tasks assigned to you. As the Code of Ethics implies, you are responsible for performing the duties of your position in a timely and professional manner.

#### **SAFEGUARDING CLASSIFIED INFORMATION**

Classified information requires protection against unauthorized disclosure in the interest of national security. Classified information falls under one of three designations - "Top Secret," "Secret," or "Confidential," - depending on the level of sensitivity. These are the only designations authorized to identify classified information. All federal employees

are personally responsible to protect classified information, whether oral or written. If your position requires you to possess a security clearance, you must wait until the clearance has been granted before you are authorized access to classified information.

## **GRATUITIES AND YOU**

### **Gifts From Outside Sources**

An employee is prohibited from soliciting or accepting any gift from a prohibited source because of the employee's official position unless the item is excluded from the definition of a gift or falls within one of the exceptions set forth in Department of Defense Directive 5500.7-R, pages 20-10 to 20-14.

### **Gifts Between Employees**

An employee is prohibited from giving to, or soliciting contributions for, a gift to an official superior and from accepting a gift from an employee receiving less than him or herself, unless the item is excluded from the definition of a gift or falls within the exceptions set forth in Department of Defense Directive 5500.7-R, pages 20-15 to 20-17.

## **USING GOVERNMENT PROPERTY AND EQUIPMENT**

You have a positive duty to protect and conserve federal government resources and to obey all rules and regulations regarding their use. You cannot directly or indirectly use or allow the use of government services, facilities, equipment, personnel, and supplies for other than officially approved activities. This includes property leased to the government and property furnished to contractors.

Official DoD telecommunications systems including telephones, facsimile machines, computer networks and modems are subject to monitoring for telecommunications security purposes at all times. Use of official DoD telecommunications systems constitutes consent to telecommunications security monitoring.

## **ARMY KNOWLEDGE ONLINE (AKO)**

Army Knowledge Management is a strategy to transform the Army into a "network-centric, knowledge-based force." The Army Knowledge Online portal is a central part of that strategy. In accordance with Army Regulation 25-1, Army Information Management, dated 31 May 2002, civilians, soldiers, and contractors who are authorized e-mail accounts in the Defense network are required to also have Army Knowledge Online (AKO) Web mail. To register, log on to <https://www.us.army.mil/>.

**Follow the instructions under "I'm A New User." Register under "Authorized Full Accounts". In the registration process, you will be asked for your "Pay Entry Base Date". For current Department of Army Civilians, enter your Service**





**Computation Date for Leave. New employees and Non-Appropriated Fund (NAF) Employees, enter your start date.**

**NOTE: You must register in AKO prior to registering in the Knowledge Center (below).**

## **THE KNOWLEDGE CENTER**

The Knowledge Center is the primary tool used by our global workforce to share information and knowledge as well as to collaborate and integrate work efforts within and across our organizational boundaries.

As mandated by [CECOM Policy #02-11](#), CECOM personnel with a networked personal computer at their workstation shall register in the Knowledge Center. To register, log on to <https://www.kc.us.army.mil/registration>.

**Follow instructions under "Click Here to Register" at the bottom of the screen.**

**NOTE: You must register in AKO prior to registering in the Knowledge Center.**

## **WORK IN ADDITION TO YOUR GOVERNMENT EMPLOYMENT**

You have the right to work an additional job, providing that the employment does not hamper or impede the full and proper discharge of the duties and responsibilities of your government employment.

Outside employment activities and other business relationships present special problems for personnel who occupy sensitive positions involving classified information. If you occupy this kind of position, you should check with your activity's security manager prior to accepting any outside employment or engaging in other business relationships, especially with Department of Defense contractors. Your security manager will be able to advise you on any possible conflict of interests or related problems. Receiving any salary or anything of monetary value from a private source as pay for services to the government is prohibited.

## **POLITICAL ACTIVITIES**

You have the right to belong to any legal political party, the right to vote, and the right to hold political opinions. However, you cannot actively engage in partisan campaign work or assume positions of leadership in partisan political parties or hold political office. Employees may, however, take an active part as a candidate or in support of a candidate in a truly nonpartisan election. For further information on political activity restrictions, you may refer to [Hatch Act for Federal Employees](#) or contact an Ethics Counselor at the Legal Office, Staff Judge Advocate Division at 732-532-4445.



## **CHAPTER 3**

# **JOB FACTS AND HELPFUL INFORMATION**

### **CIVILIAN PERSONNEL SERVICES**

The Army uses both a Civilian Personnel Advisory Center (CPAC) and a Civilian Personnel Operations Center (CPOC) to provide you with a full range of civilian personnel services. The CPAC provides you with advice and assistance on personnel issues. The CPAC will, for example, answer any questions you may have regarding your appointment, official records, employee rights, privileges and benefits, and training. You may call and make an appointment with the Human Resources Specialist who services your activity if you have any questions regarding personnel issues. The Fort Monmouth CPAC is located in Bldg 901, Murphy Drive and is open Monday through Friday from 0800-1630.

The Northeast Civilian Personnel Operations Center (CPOC) is located in Aberdeen Proving Ground, Maryland. The CPOC processes personnel actions (i.e., pay adjustments, promotions, reassignments, etc.) for you that have been approved by your supervisor. You will be forwarded a notice of any official personnel action that the CPOC processes for you.

### **OFFICIAL PERSONNEL FOLDER**

Each employee in the federal government has an Official Personnel Folder that is maintained in the Civilian Personnel Operations Center. This folder contains the records and reports of personnel actions effected during your federal service and other pertinent papers that document your rights and benefits under federal employment laws and regulations. You will receive a copy of all official personnel actions that affect you, and it is recommended that you maintain your own personnel file for future reference and use. Keeping your Official Personnel Folder updated is important, especially if you have a change in your education level, career program registrations, qualifications, experience, or eligibility for veteran's preference. Be sure to also advise your activity administrative officer of any changes in these areas.

It is advisable to review your Official Personnel Folder annually. To review your official personnel folder, contact the Human Resources Specialist that services your activity at the Civilian Personnel Advisory Center (CPAC). The CPAC is located in Building 901, Murphy Drive, Fort Monmouth. The Human Resources Specialist will request your official personnel folder from the CPOC and will notify you when it arrives.

### **POSITION RESPONSIBILITIES**

Your supervisor will explain your new duties and what is expected of you. He or she will also provide on-the-job training or arrange for formal training as needed; evaluate your

performance; and make decisions regarding your retention in federal service, salary increases, awards, and promotions. You are responsible for completing assigned tasks in a timely and professional manner.



## PROBATIONARY OR TRIAL PERIOD

Most new appointments require the completion of a 1-year probationary or trial period. Continuation of employment for a career in the federal service is contingent upon your satisfactory conduct and performance during the probationary period. Your supervisor, who determines whether you should be retained as a federal employee, will evaluate your overall conduct and performance in your job. While on probation, you may be separated from the job at any time if your conduct or work is not satisfactory. If you have any questions about your probationary period, ask your supervisor or human resources representative.

## POSITION DESCRIPTIONS AND PERFORMANCE PLANS

**Position descriptions** are statements of the duties and responsibilities comprising the work assigned to a civilian employee. You will receive a copy of your position description when you start work with the government and with each new position change. Position descriptions tend to be general descriptions of the work that is required for the title, series, and grade of the position.

**Performance plans** document your organization's expectations of you and your level of achievement. The plans are based on your organization's mission and goals and reflect the types of duties and responsibilities listed in your position description. Performance plans consist of your responsibilities, performance standards and individual job-related expectations. Your supervisor will discuss your plan with you.

## INCENTIVE AWARDS

Incentive awards are ways through which employees may receive recognition for superior performance, inventions, outstanding achievements and contributions, distinguished service, or an act of personal heroism. Awards may be monetary or honorary. Your supervisor is responsible for recognizing and rewarding accomplishments and ideas.

## TRAINING

Employee training is an essential factor in the successful accomplishment of assigned tasks. Training programs are used to develop new skills, revitalize existing skills, and provide the framework for your continued development. Fort Monmouth offers courses through an extensive "in-house" training program, in addition to providing employees the opportunity to enroll in other government and non-government training courses.

To assure continuous enhancement, improvement and development of skills critical to future challenges and demands, **it is mandatory for CECOM civilian employees to prepare an Automated Individual Development Plan (A-IDP) as stated in the [CECOM Annual Training Guidance](#)**. The A-IDP will include job-related training and education courses that will prepare you for performance in your current position as well as broader or higher level responsibilities in the future.



You assume the primary responsibility for your own self-development and should take the initiative in making known your interests in increasing skills and knowledge. Likewise, you must be willing to devote time, effort, and energy to achieving career goals. More specifically, you are expected to assume responsibility for: Making known to supervisors, your interests and desires in terms of academic study, rotation or detail to related functions, or other developmental skills.

Effectively applying the newly acquired knowledge, skills, and techniques to your work situations.

## **HOURS OF WORK**

The usual government workweek for a full time employee is 40 hours, 5 days per week, Monday through Friday. Flexitime is available in some organizations at Fort Monmouth. This program offers employees the option to select and/or vary starting and quitting time within the limits established by management. In some cases (for example, nurses and building guards) the nature of the work may require different hours. For jobs that require work after 6:00 p.m., a higher pay rate (night differential) is paid. Additionally, some organizations allow personnel to participate in the Alternative Work Schedule program. The Alternative Work Schedule Program permits you to establish a duty schedule that is flexible and allows you to vary your arrival and departure times and duty days, providing your supervisor has granted you approval.

## **PART-TIME EMPLOYMENT**

For the most part, part-time employees work regular and recurring work schedules that may vary from 16 to 32 hours per week. You may change your schedule or hours of work if necessary once you have secured prior approval from you supervisor.

## **INTERMITTENT WORK SCHEDULE**

Where operating needs cannot be adequately accomplished under other circumstances, federal employers sometimes offer intermittent employment.

Intermittent employment is employment on an irregular or occasional basis where no regular, recurring schedule can be given.

## **DISCIPLINARY ACTIONS**

Maintaining discipline usually is not a problem within a work environment where reasonable rules and standards of conduct and performance are clearly communicated and consistently and equitably enforced. As a federal employee, you are expected to:

- Do your work diligently.
- Give a full day's work for a full day's pay.
- Exercise special care in your personal conduct both on and off the job.
- Learn and observe rules of conduct that apply to all employees and those in particular that apply to employees of your organization.



- Treat everyone with courtesy and consideration.
- Remain drug free.

When employees fail to meet any of these expectations, it may become necessary to take disciplinary action. Disciplinary actions can range from an oral warning to a formal letter of reprimand, suspension, demotion, or removal from federal service. Discipline is meant to be preventive rather than punitive in nature, taken only when necessary, and then, promptly and equitably. Its objectives are to develop, correct, and rehabilitate employees and encourage their acceptance of appropriate responsibility and standards of conduct. Federal employees are protected from arbitrary or capricious disciplinary actions. Management has a responsibility to:

- Comply with governing regulations and/or negotiated labor-management contracts as appropriate.
- Conduct informal oral discussions, in private, without embarrassing the employee in front of co-workers.
- Explain WHY a disciplinary action is being taken.
- Provide a notice, in writing, if a formal disciplinary action is proposed.
- Make available materials that support the reason(s) for the proposed action.
- Consider the employee's reply before final action is taken.
- Make sure an official at a higher level than the person who proposed the action makes the final decision.

An employee is entitled to reply to a written notice of a proposed disciplinary action in writing, in person, or both, and to have representation, if desired. If the decision is unfavorable to the employee, he or she has the right to grieve the action under the Department of Army grievance procedure or the appropriate negotiated grievance procedure, or the employee may have the right to appeal the action. The decision letter will inform the employee of his or her rights. If still dissatisfied, the employee has the right to file suit in federal court.

## **EMPLOYEE GRIEVANCES**

Federal employees can express their dissatisfaction with issues concerning their employment through a grievance proceeding. By definition, "grievances are requests for personal relief on a subject under the control of the Department of the Army." The grievance follows a standard procedure established by the Department of the Army or prevailing union contract (negotiated grievance procedures). Employees are encouraged to try to first settle dissatisfaction by talking with their immediate supervisor. Failing that, the employee should make the necessary arrangements to have the issue raised and follow the prescribed grievance procedure. If you have any questions about





grievances, contact your servicing Civilian Personnel Advisory Center for information and assistance.

## **LABOR RELATIONS**

Each employee has the right, freely and without fear of penalty or reprisal, to form, join, and assist a labor organization, or to refrain from such activity. The right to join and assist such organizations includes the right to act as a representative of a labor organization and, in that capacity, present the views of the labor organization to heads of agencies, and other appropriate authorities except where such activity constitutes a conflict of interest with official job responsibilities (i.e., management officials and supervisor, employees engaged in personnel work in other than a purely clerical capacity, and employees whose assigned duties require that they represent the interest of the activity on consulting or negotiating with labor organizations).

The Civilian Personnel Advisory Center is the designated principal point of contact for dealings with the recognized unions. When questions arise regarding the organization, recognition, or activity of any labor organization, affected individuals may contact the Human Resources (Labor Relations) Specialist in the Civilian Personnel Advisory Center.

The unions having exclusive representation rights at Fort Monmouth are the American Federation of Government Employees, the National Federation of Federal Employees, the Fraternal Order of Police and the International Association of Firefighters.

## **REDUCTION-IN-FORCE**

Each agency is responsible for determining what positions are required, where they are to be located, and when they are to be filled, abolished, or vacated. This includes determining when there is a surplus of employees at a particular location in a particular line of work that may result in a government layoff. Government layoffs are called

reductions-in-force, and may be caused by such factors as lack of work, lack of funds, reorganizations, a change in assignment or closing of a facility. During a reduction-in-force, the four factors that determine an employee's placement rights are:

- The type or appointment held.
- Whether the employee has veteran preference for this purpose.
- How long an employee has worked for the Government.
- The quality of the employee's job performance.

## **FURLOUGH**

A furlough action is the placement of an employee in a temporary nonduty and nonpay status because of lack of work or funds or for other nondisciplinary reasons. Most furlough actions are for 30 calendar days or less. If you are going to be furloughed for 30 calendar days or less:



You will receive at least 30 days advance written notice.

You will be notified by the Civilian Personnel Advisory Center of your rights to appeal or grieve the action.

Your retirement coverage, life insurance, and health insurance will continue at no cost to you during a consecutive furlough of 30 calendar days or less.

During nonconsecutive furloughs, your retirement coverage, life insurance, and health insurance will continue. Your required contributions will be adjusted in proportion to the basic salary you receive during each pay period.

You may be eligible for unemployment compensation during furloughs, depending on the laws of the state in which you reside.

Reduction-In-Force procedures must be followed to furlough an employee when the furlough will be for more than 30 consecutive days. In short, this means retention standing determinations are made, assignment rights are identified, position offers are made and effected (on a temporary basis), and employees with no offers are furloughed.

## **EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

The federal government is an equal opportunity employer. The Department of Army is firmly committed to the full achievement and maintenance of equal employment opportunity for all employees. Evaluation of qualifications, ranking of eligible candidates, and selection for promotion or training opportunities are made on a fair and equitable basis without discrimination for any non-merit reason (race, color, religion, sex, national origin, partisan politics, marital status, physical handicap, or age). For further information or assistance with EEO matters, contact the EEO office at 732-532-8988.

# **CHAPTER 4**

## **GRADE AND PAY DETERMINATION**

### **PAY PLANS**

A process known as "position classification" determines the pay grade of government jobs. Position classification considers the duties, levels of responsibilities, and the knowledge and skill requirements of the position compared to standards published by the Office of Personnel Management. With few exceptions, civilian jobs in the Department of the Army fall into two categories: General Schedule (GS) or Wage Grade (WG).

### **GENERAL SCHEDULE**

The General Schedule pay system applies to white-collar jobs and to protective occupations such as police officers and firefighters. Examples include professional, technical, administrative, and clerical positions. Under the General Schedule, positions

are graded by number according to how difficult the work is the level of responsibility, starting with GS-1 and going up to GS-15 within CECOM and Fort Monmouth.

General Schedule employees are paid a total adjusted salary, except for those employees authorized a special salary rate. The total adjusted salary is composed of 1) the scheduled annual rate of pay established by law for each grade and 2) locality pay. Locality pay is an authorized percentage increase in the scheduled annual rate of pay and is based on the employee's duty station.

Special salary rates have been established in many locations for some occupational series because of difficulty in recruiting and retaining qualified employees in those occupations. Some of these special occupational series rates have been approved for Fort Monmouth. Employees who receive special pay rates that exceed what they would get under the locality pay formula continue to receive the full amount of their special adjustments. They will not get extra pay due to locality increases until the locality pay in their area exceeds any special rates they already are receiving. Employees always will receive the greater of locality pay or any special pay authority covering them.

## **WAGE GRADE**

Wage Grade positions are blue-collar positions. Wage Grade salaries are adjusted from time to time in order to bring them into line with prevailing wages paid for the same work by private industry in the same locality.

## **DEMONSTRATION PROJECTS AND PAY BANDS**

Demonstration projects are small-scale experiments used to test new personnel ideas, with successful innovations to be applied government-wide. A key feature of a demonstration project is the replacement of the current General Schedule or "GS" system of separate and distinct grades with wide pay bands of two or more grades. Under a demonstration project, employees are grouped into occupational families based on the type of work they perform. Each occupational family has a payband structure composed of four or five discrete pay band levels that define pay progression and career advancement.

Generally, employees will be converted into the occupational family and pay band level that corresponds to their GS series and permanent grade. Each employee is assured an initial place in the band without loss of pay. As the GS rates increase due to General Pay Increases, the minimum and maximum rates of the pay band levels also increase. All employees who are rated Acceptable receive the General Pay Increase as increases are approved. All employees also continue to receive locality pay increases approved for their geographical area.

Currently there are two demonstration projects at Fort Monmouth. One is the [Acquisition Workforce Personnel Demonstration Project](http://www.acq.osd.mil/dpap/policy/acqdemo/index.htm), website: <http://www.acq.osd.mil/dpap/policy/acqdemo/index.htm>, which is a Congressionally-mandated project designed to show that the DoD Acquisition, Technology, and Logistics (AT&L) workforce can be improved by providing employees with a flexible, responsive personnel system that rewards employee contribution and provides line managers with greater authority over personnel actions.





The other demonstration project is the [Science and Technology \(S&T\) Personnel Demonstration Project](http://www.monmouth.army.mil/cecom/rdec/PersDemo/main.htm), website:

<http://www.monmouth.army.mil/cecom/rdec/PersDemo/main.htm>. The FY 95 Defense Authorization Act gave Science & Technology (S&T) Reinvention Labs the authority to conduct personnel demonstration (demo) projects. The legislation permits DOD Research laboratories and Research, Development & Engineering Centers (RDEC's) the opportunity to implement more flexible personnel systems modeled after the original Navy Demonstration Project at China Lake and San Diego, California.

## **NATIONAL SECURITY PERSONNEL SYSTEM (NSPS)**

The National Defense Authorization Act (NDAA) for fiscal year (FY) 2004, signed by the President on November 24, 2003, includes a provision that authorizes creation of the National Security Personnel System (NSPS). The NSPS allows the DoD to design a modern, flexible civilian personnel system needed to meet the security challenges that the Department faces today and into the foreseeable future. NSPS allows DoD to significantly change the way it hires, promotes, trains, rewards, appraises, and disciplines employees, while retaining the fundamental tenets of the civil service system (adherence to merit principles, equal employment opportunity, the right to union representation, and equal pay for equal work).

Among the significant specific provisions of NSPS are the establishment of a "pay for performance" system that more closely links performance appraisals and compensation, the ability to conduct some union bargaining at the national level, a limit of 25,000 separation incentive payments per year within DoD, and the ability to hire highly qualified experts under a special authority.

## **PAYDAY**

Your first paycheck is due the second week after the end of the pay period in which you began working. Everyone who is appointed, competitively promoted, or reassigned to a federal position is required to enroll and participate in direct deposit/electronic funds transfer within 60 days following the effective date of that action. When you in-processed, the Human Resources Specialist gave you an SF1199A (Direct Deposit Sign Up Form) so that you can have your check sent directly to the financial institution of your choice. Complete the form and return it to your servicing Human Resources Specialist for processing. Any future changes to your paycheck must be made through the "My Pay" web based system. The link is:

<https://mypay.dfas.mil/mypay.aspx>

**The above link requires registration from within the "My Pay" system.**

You will receive a Leave and Earnings statement each pay period which indicates among other things, hours worked, leave balances, retirement funds, deductions, and overtime for the pay period covered.

## **DEDUCTIONS**



Federal and State income tax are always deducted from your pay. In addition, if you choose to elect life insurance, health benefits, U.S. Savings Bonds, and/or the Thrift Savings Plan, these are automatically deducted from your pay. Employee benefits, including life insurance, health benefits and the Thrift Savings Plan are described in Chapter 7 of this handbook. Social Security may also be deducted from your pay, depending on your retirement coverage. A statement of income tax deductions (W2-Form) will be furnished to you at the end of the year.

## **WITHIN-GRADE PAY INCREASES**

Within-grade increases are increases in the basic rates of pay that are granted to you upon fulfillment of certain performance and time-in-grade requirements. They do not involve a change in duties, title, or grade of the position occupied. If you are a General Schedule employee and if your supervisor certifies that your performance is of an acceptable level of competence, you will receive a within-grade salary increase as follows:

	<b>52 Week Intervals</b>	<b>104 Week Intervals</b>	<b>156 Week Intervals</b>
<b>Steps</b>	<b>2, 3, 4</b>	<b>5, 6, 7</b>	<b>8, 9, 10</b>

## **DEMONSTRATION PROJECTS AND PAY PROGRESSION**

Demonstration projects replace grades and steps with broad pay bands. Therefore, within-grade step increases and quality step increases no longer apply. Pay progression through a pay band is accomplished through annual performance payouts, which can include a salary increase and a bonus. Advancement to a higher pay band level generally requires a competitive promotion.

## **PROMOTIONS**

Fort Monmouth offers a variety of promotional opportunities to qualified candidates thorough Merit Promotion and Internal Placement, Career Intern programs, and upward mobility programs. Employees who occupy designated "Career Program" positions, normally mid-level management positions, are selected for promotion under career program procedures such as described in Army Regulation 950-1, Career Management.

Position vacancies are advertised through the following websites:

- ◆ CECOM General Interest Bulletin Board web site:  
<https://www.kc.us.army.mil/cecomqi.nsf/DBB?OpenView>
- ◆ Army Civilian Personnel Online Vacancy Announcement web site:  
<http://cpol.army.mil/va/scripts/public.html>
- ◆ Northeast Civilian Personnel Operations Center web site:





<http://www.cpol.army.mil/ner/index.html>

The vacancy announcements provide instructions on how to apply for position vacancies. Your supervisor can explain the details of how to apply for positions. Further information may be obtained from the Civilian Personnel Advisory Center.

### **OVERTIME PAY**

As in any other business, employees sometimes have to work overtime. Overtime is the general term used to describe the payments made to federal employees who work more than their scheduled tour of duty in one day. Employees who do so are either paid for the overtime or given time off to make up for the extra time worked. Generally, full-time, part-time and intermittent employees are entitled to overtime pay; however, the entitlement is dependent upon the duties of your position. Your supervisor will be able to give you additional information on overtime entitlement.

The rules for calculating overtime rates for Department of Defense General Schedule employees has changed with the passing of the National Defense Authorization Act for fiscal year 2004. The amendment to the overtime regulation became effective on 24 November 2003.

The change affects overtime calculations for those employees whose rate of basic pay is more than the rate for a GS-10, step 1. The National Defense Authorization Act for fiscal year 2004 has modified the overtime pay calculations for General Schedule employees who are exempt from the Fair Labor Standards Act (FLSA) and whose rate of basic pay is more than the rate for GS-10, step 1. Under the revised formula for computing overtime pay the hourly rate of pay for overtime is an amount equal to the greater of one and one-half times the hourly rate of basic pay for GS-10, step 1, or the individual's hourly rate of basic pay. This revision ensures that employees will receive no less than their regular rate of basic pay for overtime work.

### **LEGAL HOLIDAYS**

The federal service observes the following 10 legal holidays:

- \* New Year's Day – 1 January
- \* Dr. Martin Luther King, JR's. Birthday - 3rd Monday in January
- \* President's Day - 3rd Monday in February
- \* Memorial Day - last Monday in May
- \* Independence Day - 4 July
- \* Labor Day - 1st Monday in September
- \* Columbus Day - 2nd Monday in October



- \* Veteran's Day – 11 November
- \* Thanksgiving Day - 4th Thursday in November
- \* Christmas Day - 25 December

Employees serving on full-time appointments not limited to 90 days or less, and employees who have been continuously employed on full-time appointments for 90 days or more under one or more appointments without a break in service, are entitled to premium pay for work performed on holidays or to be excused from work with full pay in observance of legal holidays.

Employees serving on part-time tours of duty are excused from work with pay only if the holiday falls on a day on which they were scheduled to work.

Employees serving on intermittent appointments, or Wage Grade employees serving on appointments limited to 90 days or less who have not been continuously employed for 90 days or more on one or more appointments without a break in service, are not entitled to paid leave in observance of legal holidays.

## **CHAPTER 5**

### **STAFFING OF CIVILIAN POSITIONS**

Each year the federal government hires over 200,000 people. One of the key elements of a successful operation for any organization, but particularly for a large and diverse organization such as the Department of the Army, is the staffing function. The staffing function for internal placement at Fort Monmouth is a joint effort by supervisors and managers, the Civilian Personnel Advisory Center, and the Civilian Personnel Operations Center.

#### **APPOINTMENT AND WORK SCHEDULES**

Following your appointment, you will receive a Standard Form 50-B (Notification of Personnel Action), which identifies your current assignment. Appointments to federal positions are either temporary limited, term, career conditional, or career. Although there are different legal and regulatory authorities used to appoint individuals, the most common type of permanent appointment is the Career-Conditional appointment and the most common type of temporary appointment is known as Temporary Not to Exceed. Positions are normally filled on a full-time basis. However, in circumstances where less than full-time employment is required because of the nature of the work, a position may be filled on a part-time or intermittent work schedule basis. Most federal positions are in the competitive civil service. This means that to enter into the federal service, candidates must compete through an announcement that is open to the general public. Positions that have been excluded from this requirement by statute or regulation are designated as being in the Excepted service.

#### **TEMPORARY APPOINTMENTS**



A temporary appointment normally is established for 1 year or less. In other words, the position to be filled will exist for a period not to exceed 1 year. Normally individuals with temporary appointments can neither be reassigned nor promoted to another position. However, if you have a temporary appointment and have reinstatement eligibility based on prior federal service, you may be considered for reinstatement.

With few exceptions, neither the Civilian Service Retirement System (CSRS) nor the Federal Employees Retirement System (FERS) covers employees serving temporary appointments. You are, however, covered under the Social Security System and deductions from your pay are withheld for that purpose.

Those with temporary appointments earn sick and annual leave provided the temporary appointment exceeds 90 days. Temporary employees who have completed 1 year of current continuous employment (excluding any break of 5 days or less) are eligible for Federal Employees Health Benefits coverage on an employee-pays-all basis.

If a temporary appointment immediately follows a career or career-conditional appointment without a break in service of more than 3 days, the affected employee continues to be covered by the Civil Service Retirement System or the Federal Employees Retirement System and is eligible for health benefits and life insurance plans.

In reduction-in-force actions, temporary employees may be terminated before employees with other types of appointments. Temporary appointments are subject to termination at any time.

## **TERM APPOINTMENTS**

Term appointments are made for non-permanent work that will last for more than one but not more than four years. Term appointments do not lead to permanent career appointments. Employment will end automatically at the expiration of the term appointment. However, term employees may apply for promotion or reassignments to other term positions. If term employees have reinstatement eligibility to a permanent position based on prior federal Service, they may be considered for a permanent position.

Employees serving on term appointments are eligible for all employee benefits. They earn annual leave and sick leave. They may choose to participate in the Federal Employees Health Benefit Program and the Federal Employees Group Life Insurance Program. Generally, new employees are covered by the Federal Employees Retirement System (FERS). Deductions from their pay are withheld for that purpose. Employees under FERS are eligible to participate in the Thrift Savings Plan.

The first year of service of a term employee is a trial period. If your job performance is not satisfactory during the trial period, you can be removed from Federal service.

## **CAREER-CONDITIONAL APPOINTMENTS**



If you have been hired as a career-conditional employee (either by a new appointment or reinstatement as a former employee), you are eligible for all employee benefits. You will earn annual leave and sick leave. Generally, new employees are covered by the Federal Employees Retirement System (FERS). You may choose to participate in the Federal Employees Health Benefits Program and the Federal Employees Group Life Insurance Program. You are also eligible to participate in the Thrift Savings Plan. After serving in your new position for 90 days, you will have promotion and transfer privileges to other positions.

During the first year of this appointment, career-conditional employees will be serving a probationary period (unless that probationary period was completed during prior service). You will be required to demonstrate satisfactory job performance before being recommended for retention in the federal service. If your job performance during the probationary period is not satisfactory, you can be removed from federal service. Satisfactory job performance will lead to career tenure after 3 continuous years of employment. This change will place you in a higher retention group in the event of a reduction-in-force.

## **STUDENT EMPLOYMENT OPPORTUNITIES**

**Student Career Experience Program (SCEP)** - The Cooperative Education/Student Career Experience Program (SCEP) is a work-study partnership among students, the educational institutions, and various Federal agencies. It offers valuable work experience directly related to the student's academic field of study and provides formal periods of work and study while they are attending school. After completion of academic and work requirements, students may be eligible for permanent employment. The SCEP provides work experience that is directly related to the student's academic program and career goals. Students in the SCEP may be noncompetitively converted to term, career or career-conditional appointments following completion of their academic and work experience requirements. The required 640 hours of work before completing a degree can be accomplished during school or during breaks or any combination thereof. Students are eligible for promotions, sick and annual leave, Thrift Savings Plan, life and health insurance, tuition assistance and many of the amenities Fort Monmouth offers. For information on student employment programs, contact your Civilian Personnel Advisory Center (CPAC).

**Student Temporary Employment Program (STEP)** – The Student Temporary Employment Program provides temporary employment opportunities that can last for as long as you are a student. Employment does not need to be related to your academic field. The STEP provides maximum flexibility to both students and managers because the nature of the work does not have to be related to the student's academic or career goals.

# **CHAPTER 6**

## **FORT MONMOUTH SERVICES**

### **INFORMATION SERVICES**



Both military and civilian employees enjoy the many benefits and facilities provided at Fort Monmouth. Requisite high standards in production, output, professionalism, and maintenance of interior and exterior physical surroundings contribute to the enhancement of Fort Monmouth's quality of life. The variety of information sources available to the CECOM and Fort Monmouth community are outlined below:

### **The Knowledge Center Web Site**

<https://www.kc.us.army.mil/>

*The above link requires registration in the Knowledge Center at:*

<https://www.kc.us.army.mil/registration>

### **General Interest Bulletin Board**

This is an electronic bulletin board that allows Fort Monmouth employees to post and read both official and unofficial notices that are of interest to the general Fort Monmouth work force. The bulletin board can be accessed through the Knowledge Center at:

<https://www.kc.us.army.mil/cecomqi.nsf/DBB?OpenView>

### **The Monmouth Message**

The Monmouth Message is a weekly newspaper distributed every Friday morning. This award-winning post newspaper is a forum for unofficial information and provides extensive community coverage of upcoming events.

### **Special Notices or Flyers**

Occasionally, the work force may be notified concerning a matter of general importance through issuance of a one-time notice or letter. For example, this method may be used to announce instances where the activity commander intends to address the work force or in other similar situations where it is considered expedient to provide employees with timely notifications.

### **Television Broadcasts**

The Commander's channel is a very useful command information tool providing current, accurate announcements regarding upcoming events, ceremonies, meetings, and community activities. It is also used to show videotapes dealing with general subject matter such as safety and morale support, historical topics, and Commander's messages; and post announcements dealing with hours of operation of the installation, electrical outages, and other critical messages. Primary outlets for the Commander's channel are on-post residences, military barracks, guest quarters, community centers, off-post residences with cable, and a growing number of offices throughout the command.

### **CHILD-CARE**



The Child Development Center offers full day care for children between the ages of six weeks and five years; part day preschool; before and after school care for children attending area kindergartens; and hourly care to children of military personnel and civilian employees (on a space-available basis). Children are cared for at Building 2290, Guam Lane. Infants are given personal attention by a professional and paraprofessional staff, and children ages 3 years and up are engaged in varied activities such as games, stories, cooking, movies etc. to keep them happy and busy while parents are working. The center is open from 6:30 a.m. to 5:30 p.m., Monday through Friday, and is closed on legal holidays.

Part day preschool is open to children 3 to 5 years of age. The part day preschool offers three-hour sessions designed for families who do not need full day care, but are interested in a social/educational program for their child(ren). Children may attend 2, 3, or 5 days a week in either an AM or PM session. The preschool runs from September through mid-June. Enrollment for September classes begins each May.

The Child Development Center is accredited by the National Academy of Early Programs (a division of the National Association for the Education of Young Children) and certified annually by the Department of Defense. For further information, call (732) 532-8069.

#### **POST OFFICE**

The Fort Monmouth Post Office is located in the One-Stop Shopping Center (Building 1005) near Alexander Avenue. The mailing service windows are open Monday through Friday from 9:00 a.m. to 4:30 p.m. and on Saturday from 9:00 a.m. to 12:30 p.m. The lobby area is open Monday through Friday from 6:00 a.m. to 5:00 p.m. and on Saturday from 5:00 a.m. to 2:00 p.m. The telephone extension for the Post Office is 23367. The information provided is for civilian postal services only.

#### **CREDIT UNION**

The First Atlantic Federal Credit Union has several branches in the area. One branch is located at 1006 Alexander Avenue (directly across from the One-Stop Shopping Center). The telephone number for the Credit Union is (732) 380-3600. The credit union has information on additional branch locations nearby. There are also several 24-hour MAC Automated Teller Machines throughout the post.

The hours of the Fort Monmouth branch are:

<b>Weekdays</b>	<b>All services:</b> 9:00 a.m. - 3:30 p.m. <b>Drive-up:</b> 8:30 a.m. - 5:00 p.m. <b>Thursday drive-up till 7:00</b>
<b>Saturday</b>	<b>All services:</b> 9:00 a.m. - 12:00 p.m. <b>Drive-up:</b> 8:30 a.m. - 12:00 p.m.

First Atlantic Federal Credit Union membership is open to all Fort Monmouth employees and their families. The Credit Union offers full financial services including loans, mortgages, savings and checking accounts, Individual Retirement Accounts, certificate of deposit accounts, and American Express Travelers Checks. A notary service is available for Credit Union members. The Credit Union offers "First Atlantic's Global



Banking", which is an online banking service. You may access your account and perform services such as funds transfers, bill paying, etc. online. First time users will need to email the credit union at [service@fafcu.com](mailto:service@fafcu.com) to receive a temporary Personal Identification Number (PIN).

## **POST LIBRARY**

The Van Deusen Post Library is located in Building 502, diagonally across from the Post Field House. The library features 100,000 items including books, magazines, records, CDs, cassettes, microfiche, and microfilm. Some special features at the library include access to interlibrary loans; typewriters available for patron use; stereo listening units and compact disc players available for patron use; photocopy machine; paperback swap rack; books selected annually by the U.S. Department of Army for suggested professional reading; an automotive repair section; magazines and newspapers.

All active duty and retired military members, their dependents, and civilian employees of Fort Monmouth may use the library; however, a parent or an older, responsible dependent child must accompany children under 10 years of age. The Post Library is open from 11:00 a.m. to 6:00 p.m. Tuesday, Wednesday, Thursday, and Friday; 11:00 a.m. to 2:00 p.m. Saturday. The library is closed Sunday, Monday, and legal holidays.

## **POST CLOSING INFORMATION**

**1-888-77CECOM**

In the event of severe weather (hurricanes, snowstorms, etc.), information concerning Fort Monmouth closing or delayed opening can be obtained by calling 1-888-77CECOM. Fort Monmouth operating status is also posted on the Fort Monmouth public web site at:

<http://usag.monmouth.army.mil/online/mainframe.cfm>

or

the Knowledge Center at:

<https://www.kc.us.army.mil/>

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The Employee Assistance Program provides civilian employees with confidential screening and referral services for problems that can affect job performance. Short-term counseling services are also available. For further information, or to request an appointment, please call 532-2415 or 532-3703.

# **CHAPTER 7 EMPLOYEE BENEFITS**



**PLEASE NOTE: ALL BENEFITS ENROLLMENTS OR CHANGES MUST BE MADE THROUGH THE ARMY BENEFITS CENTER AT <https://www.abc.army.mil> WITH THE EXCEPTION OF BENEFICIARY FORMS.**

For further instructions on **Army Benefits Center Enrollment** [click here](#).

## **FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (FEGLI)**

All career, career-conditional, and term federal employees are eligible to enroll in a Group Life Insurance Plan. Basic life insurance equals the amount of your annual salary (rounded to the next thousand) plus \$2,000. Extra benefits may also be available if you meet the eligibility requirements. The cost of the insurance is shared between the employee and the government. The employee's share is automatically withheld from his or her paycheck. Upon entry into federal service, all employees are provided with an information pamphlet, explaining enrollment procedures and benefit entitlements. Further information can be found on the Army Benefits Center – Civilian (ABC-C) website at: <https://www.abc.army.mil>.

## **DESIGNATION OF BENEFICIARIES**

**The compensation for Life Insurance, is paid in the following order:**

If you did **not** assign ownership and there **is** a valid court order on file, the Office of Federal Employees' Group Life Insurance (OFEGLI) will pay benefits in accordance with that court order.

If you did **not** assign ownership and there is **no** valid court order on file, OFEGLI will pay benefits:

- First, to the beneficiary(ies) you designated;
- Second, if there is no such beneficiary, to your widow or widower;
- Third, if none of the above, to your child or children, with the share of any deceased child distributed among descendants of that child (a court will usually have to appoint a guardian to receive payment for a minor child);
- Fourth, if none of the above, to your parents in equal shares or the entire amount to your surviving parent;
- Fifth, if none of the above, to the executor or administrator of your estate;
- Sixth, if none of the above, to your other next of kin as determined under the laws of the state where you lived at the time of your death.

**The compensation for all other benefits is paid in the following order if there isn't a valid designation on file when you die:**

- First, to your widow or widower;



- Second, if none, to your child or children in equal shares, with the share of any deceased child distributed among that child's descendants;
- Third, if none of the above, to your parents in equal shares or the entire amount to your surviving parent;
- Fourth, if none of the above, to the executor or administrator of your estate;
- Fifth, if none of the above, to your next of kin as determined under the laws of the State where you lived at the time of your death;

Designating a beneficiary is not necessary unless you wish to name some person or persons not included above, or in a different order. If you name more than one beneficiary, be sure to specify the exact share you wish each person to receive.

Life insurance benefits may not be paid in the traditional order of precedence if a court has issued a decree of divorce, annulment, or legal separation that calls for the benefits to be paid to someone else.

The law authorizes this exception to the standard order of precedence in specific situations, including a property settlement agreement associated with divorce or separation, if the court decree is received by the employee's personnel office at his or her employing agency before the insured's death.

A change of beneficiary may be made at any time and without the knowledge or consent of the previous beneficiary, unless there is a court decree naming someone else as the recipient of the benefits. In that case, insured employees or retirees can designate a beneficiary if they receive permission in writing from the person named in the decree.

## **BENEFICIARY FORMS**

There are several types of beneficiary forms that you can complete to designate your after death payable benefits. These forms include the **Standard Form 2823**, Designation of Beneficiary, Federal Employee's Group Life Insurance (FEGLI), **Standard Form 2808**, Designation of Beneficiary Civil Service Retirement System, **Standard Form 3102**, Designation of Beneficiary, Federal Employee's Retirement System, **Standard Form 1152**, Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee, and **TSP-3**, Thrift Savings Plan, Designation of Beneficiary. [Click here](#) or go to the end of this document for detailed instructions on certification and submission of Designation of Beneficiary forms. After your servicing CPAC authenticates the form(s) you will be responsible for sending them to the correct office(s). You should make copies of your beneficiary forms prior to submitting them to the appropriate offices.

## **FEDERAL EMPLOYEES' HEALTH BENEFITS (FEHB) PROGRAM**

Any employee (except those with temporary appointments who have less than 1 year of continuous federal service) is eligible to enroll in the Health Benefits Plan of his or her choice. The enrollment becomes effective on the first day of the first pay period after receipt of the completed Standard Form 2809 (Health Benefits Registration Form) in the





Civilian Personnel Advisory Center. The application must be submitted through the Army Benefits Center within 60 days following the date of employment.

The government pays a portion (60% of average cost) of the biweekly cost, and the enrollee pays the difference, which is deducted from his or her pay. If the spouse of a federal employee has federal Health coverage for his or her family under employment, then the second family member is not eligible to enroll for coverage unless the spouse's enrollment is changed to Self Only or cancelled entirely. Dual enrollment coverage is not permitted. More detailed information regarding the health insurance program may be obtained from the Army Benefits Center-Civilian (ABC-C) website at: <https://www.abc.army.mil/>.

## **FEDERAL LONG TERM CARE INSURANCE PROGRAM (FLTCIP)**

Long term care insurance is insurance that helps you pay for long term care services, such as home care or care in a nursing home or assisted living facility.

Long-term care is the kind of care that you would need to help you perform daily activities if you had a chronic illness or disability. It also includes the kind of care you would need if you had a severe cognitive problem like Alzheimer's disease.

The FLTCIP is available to federal and postal employees and annuitants, members and retired members of the uniformed services, and qualified relatives.

Additional information may be found on the FLTCIP home page at:

<http://www.opm.gov/insure/ltc/>.

## **RETIREMENT**

The federal government offers a retirement program that helps provide financial security for you and your family. This is one of the most important benefit programs you receive as a federal employee. Employees first hired after December 31, 1983, are automatically covered under the Federal Employees Retirement System and Social Security. Your eligibility for an annuity under these programs will be based on your age and years of service.

## **THRIFT SAVINGS PLAN (TSP)**

If you are covered by the Federal Employees Retirement System (FERS), the Civil Service Retirement System (CSRS), or Civil Service Retirement System – Offset (CSRS-Offset), you will be eligible to participate in the Thrift Savings Plan. The Thrift Savings Plan is a tax-deferred contribution retirement savings plan and important benefit designed to help you save for your future. Many employees view the Thrift Savings Plan as a golden opportunity to create or supplement their retirement nest egg.

If you are a Federal Employee Retirement System (FERS) employee, the agency will match your contribution to your Thrift Savings Plan account up to certain limits set by law. The federal government will also automatically contribute 1% of your base salary





each pay period to a Thrift Savings Plan account in your name. If you are a Civil Service Retirement System or Civil Service Retirement System - Offset employee, you do not receive any agency money but, like Federal Employment Retirement System employees, you decide how your money is invested and you don't pay taxes on it or its earnings until you take it out. Additional information about the Thrift Savings Plan and your eligibility may be found on the ABC-C website at: <https://www.abc.army.mil/> or the TSP website at: <http://www.tsp.gov>.

## **VOLUNTARY PAYROLL DEDUCTIONS**

In addition to electing deductions for U.S. Savings Bonds, employees may voluntarily authorize payroll deductions from their pay for deposits to certain financial institutions, combined federal campaign pledges, savings bonds purchases and allotments for payment of child support or alimony. If you have any questions about deductions, contact the Fort Monmouth Payroll Customer Service Office, located in Building 206, phone number 532-2531, for assistance and forms.

## **UNEMPLOYMENT COMPENSATION**

Federal workers have unemployment compensation rights similar to those of workers in private industry. If you become unemployed and you want to file a claim for unemployment benefits, you will need to go to the nearest State Unemployment Office and file an application. You will need to present the Standard Form 8 (SF-8) (Notice to Federal Employees about Unemployment Compensation) which will be furnished to you for this purpose. If you are eligible, you will be paid by a State employment security agency under the provisions of a state unemployment compensation law.

The amount of your weekly benefits and the period for which benefits will be paid generally are determined by the law of the state in which you had your last job. These benefits are paid from funds furnished by the United States Government. You do not pay a payroll tax to provide for your unemployment compensation. The conditions under which you may appeal compensation eligibility determinations and the penalties for fraudulent claims are listed on the Standard Form (SF) 8.

## **INJURY COMPENSATION**

The Federal Employees' Compensation Act (Workers' Compensation Benefits) provides compensation benefits to federal employees for injuries sustained in the performance of duty through disability payments, indemnities, medical services, and death benefits. You should report any injuries you sustain on the job, since a seemingly minor injury

may develop into a more serious condition. You should file a report of the injury with your immediate supervisor when it occurs. Benefits will not be paid unless the injury is reported. Benefits cannot be paid if the injury or death is caused by the injured employee's intoxication or willful misconduct or by intent to bring about the injury or death of oneself or another. Your supervisor can explain the proper reporting procedures. For more information regarding on-the-job injuries and the proper reporting procedures, you may contact the Civilian Personnel Advisory Center.

## **SUGGESTION AWARDS**



Employees are encouraged to submit suggestions that will improve our business. In response, Fort Monmouth can award cash benefits to the employee(s). All suggestions will not necessarily result in an award, but each will be evaluated thoroughly and objectively. Sometimes, in lieu of cash, employees are recognized by a Memorandum of Appreciation for their efforts and concerns. As a general guide, suggestions are ideas that will:

- Accomplish a job better, faster, and/or cheaper.
- Simplify or improve operations, tools, methods, procedures, or organization.
- Increase individual or group productivity or manpower utilization.
- Conserve materials or property.
- Promote health or improve working conditions.
- Substantially reduce the likelihood of serious accidents.



If you feel your idea or suggestion falls under one of these categories, you may submit it by [clicking here](#) or copying the following link into your web browser: <https://armysuggestions.army.mil/>. You will need a valid AKO username and password to access the program. Once you are in the ASP website, click on Submit a Suggestion and follow the screen directions. After submitting your automated suggestion, you and the ASP Coordinator will receive an email that your suggestion has been submitted. Your ASP Coordinator will then process your suggestion to an evaluator. The ASP Coordinator at Ft Monmouth can be reached at [susan.mcarthur@mail1.monmouth.army.mil](mailto:susan.mcarthur@mail1.monmouth.army.mil)

## CHAPTER 8

### LEAVE AND ABSENCE

This chapter defines the common leave categories used at Fort Monmouth. For information on other types of leave not listed below, (military leave, court leave, etc), [click here](#) or copy the below link into your web browser to be directed to Fort Monmouth Regulation No. 690-630, Leave of Civilian Personnel.

[https://www.kc.us.army.mil/CECOMLib.nsf/BBDB3279C5D8508B85256CC50048D7F6/\\$FILE/leaveregulation-wlinks.doc](https://www.kc.us.army.mil/CECOMLib.nsf/BBDB3279C5D8508B85256CC50048D7F6/$FILE/leaveregulation-wlinks.doc)

### REPORTING ABSENCES

If are absent or plan on being absent from work, you are obligated to follow the reporting criteria listed below: An OPM Form 71 (Request for Leave or Approved Absence) is used to document leave requests and approvals. [Click here](#) or copy the below link into your web browser to access an on-screen, fillable OPM Form 71.



## **ANNUAL LEAVE**

Annual leave is the right of an employee in that its accrual may not be denied; however, it is the prerogative of management to make the final decision on when annual leave is to be used. For this reason, you must request prior approval from your supervisor for use of your annual leave.

## **SICK LEAVE**

Sick leave is provided to ensure that an employee does not lose pay because of illness, disabling injury, or physical, dental, or optical examinations or treatment. The security of knowing your pay will be stable is an essential element in maintaining physical well-being and often prevents longer periods of absence. If you have a scheduled medical appointment, you should advise your supervisor as far in advance as possible. In case of illness, notify your supervisor as soon as practical on the first day of your absence, but no later than 2 hours after the beginning of your tour of duty. Failure to give this notice may result in being charged annual leave, leave without pay, or absence without leave, as the circumstances justify.

## **LEAVE IN CASE OF EMERGENCY**

A request of emergency leave must be based on a critical need that cannot be met on off-duty time or at a later date. Retroactive approval may be given where circumstances warrant and you notify your supervisor within a reasonable time (normally within 2 hours after the beginning of your workday).

## **LEAVE ACCRUAL**

### **Annual Leave Accrual**

Annual leave is earned according to the number of years of creditable federal service (both civilian and military). All full-time and part-time employees appointed for 90 days or more earn annual leave. Annual leave may be granted as of the first day of employment if the appointment is for 90 days or longer. An employee whose initial appointment is for less than 90 days, but whose appointment is extended beyond 90 days, is entitled to annual leave after being employed for a continuous period of 90 days under successive appointments without a break in service.

Annual leave accrual is credited to an employee on completion of the first full pay period and thereafter at the end of the biweekly pay period in which it is earned. The minimum charge for annual leave is 1/4 hour. Additional leave may be charged in multiples of 1/4 hour.

Leave Accrual Rates are:

Employees with less than 3 years creditable service accrue 4 hours annual leave per biweekly pay period (13 days per year).





Employees with 3, but less than 15 years of creditable service accrue 6 hours of annual leave each biweekly pay period, and 10 hours for the last pay period in the leave year (20 days per year).

Employees with 15 or more years of creditable service accrue 8 hours annual leave each biweekly pay period (26 days per year).

Part time employees must have a regularly scheduled tour of duty on at least 1 day of each week in the pay period. Part-time employees with less than 3 years service earn 1 hour of annual leave for each 20 hours in a pay status; with 3 but less than 15 years, 1 hour of annual leave for each 13 hours in a pay status; with 15 years or more, 1 hour of annual leave is earned for each 10 hours in a pay status.

Annual leave subject to forfeiture, or "use or lose" leave, is the amount of leave above an employee's applicable ceiling. By law, the maximum amount of annual leave that may be carried forward into the new leave year is 240 hours for most employees. (Foreign Service employees overseas have a ceiling of 360 hours.) For members of the Senior Executive Service (SES), Senior Foreign Service, and Presidential Appointees retaining SES benefits, the maximum amount of annual leave that may be carried forward is 720 hours.

"Use or lose" leave should be scheduled as soon as possible prior to the end of the leave year. Employees who have scheduled "use or lose" leave that is approved in writing and are unable to use it, may have the leave restored for future use under limited circumstances.

### **Sick Leave Accrual**

Sick leave is earned at the rate of 4 hours per pay period or 13 days per year for employees who work a 40-hour basic workweek. The use of sick leave is intended for use for illnesses serious enough to keep you away from work, doctor appointments, injury, or maternity.

Employees who work on a part-time basis on a regular weekly tour of duty, earn 1 hour of sick leave for each 20 hours in a pay status. Credit may not exceed 4 hours of sick leave for 80 hours of duty in any pay period.

Sick leave that is not used, continues to accumulate for future use and is one of the best forms of insurance an employee can have in case of extended periods of illness.

Former federal employees are reccredited for any unused sick leave balance held at the time of separation.

There is no restriction on the amount of accrued sick leave that an employee can accumulate or carry forward from year to year. Upon retirement, employees covered by the Civil Service Retirement System will be credited for additional length of service.

### **THE FAMILY FRIENDLY LEAVE ACT (FFLA)**





The Family Friendly Leave Act (FFLA) permits employees to use sick leave to care for a family member or for purposes relating to the death of a family member. The FFLA guarantees full-time employees the use of five days (40 hours) of sick leave each year to care for family members or for bereavement purposes. In addition, employees who maintain a balance of at least 80 hours of sick leave will be able to use an additional 64 hours per year for these purposes, if needed. This brings the amount of sick leave available for family care and bereavement purposes to a maximum of 104 hours (13 workdays) per year for employees who satisfy this condition.

The definition of "family member" includes a spouse, parents, spouse's parents, children, including adopted children and their spouses, brothers and sisters and their spouses, or any individual related by blood or affinity whose close association with the employee is equivalent to a family relationship.

## **MATERNITY LEAVE**

When it is properly established by medical authority that an employee is, or will be, incapacitated and absent from work because of pregnancy, appropriate leave will be granted to accommodate that temporary incapacity, regardless of type of appointment you are serving. To the extent available, sick leave may be used to cover the time for physical examinations and the period of incapacitation. After delivery and recuperation, if the employee requires a period of adjustment or may need time to arrange for the care of the child, such leave requirements are charged to annual leave or leave without pay.

## **LEAVE WITHOUT PAY**

Leave without pay (LWOP) is a temporary nonpay status and absence from duty which may be granted at the request of the employee at any time for any employee for whom a regularly scheduled tour of duty has been established. It should not be confused with "absent without leave" (AWOL), which is an absence that is not authorized or approved and/or for which a leave request has been denied.

**Leave without pay** is leave that *has been requested and approved* in advance of the employee's absence.

**Absent without leave** is an absence from duty that *has not been authorized by or approved* by the supervisor. Being charged AWOL may be used as the basis for taking disciplinary/adverse action.

As a basic condition for approval, there should be reasonable expectation that the employee will return in an active productive capacity at the end of the approved period. It also should be apparent that at least one of the following benefits will result:

- Increased job ability.



- Protection or improvement of the employee's health.
- Retention of a desirable employee.
- Furtherance of a program of interest to the government.

### **FAMILY MEDICAL LEAVE ACT (FMLA)**

Federal employees may take up to 12 administrative workweeks of unpaid leave during any 12-month period for the following purposes:

- Birth of a child and care of a newborn
- Adoption or foster care
- Care for a spouse, child, or parent with a serious health condition
- Serious health condition that makes the employee unable to perform the duties of his or her position

Employees must have completed at least one year of civilian service to be eligible. Temporary and intermittent employees are excluded from FMLA coverage. Your supervisor should explain the details of this act. Further information can be obtained from your servicing Civilian Personnel Advisory Center.

### **VOLUNTARY LEAVE TRANSFER PROGRAM (VLTP)**

The VLTP allows employees who have a medical emergency to receive transferred annual leave directly from other employees. A medical emergency is defined as a medical condition of an employee or an employee's family member that is likely to require an employee's absence from duty for a prolonged period of time and to result in a substantial loss of income to the employee because of the unavailability of paid leave. A substantial loss of income consists of 24 hours of unpaid absence, excluding advanced annual and sick leave. For further information, contact your servicing Civilian Personnel Advisory Center (CPAC) representative.

## **CHAPTER 9 RELATED LINKS**



#### **ARMY BENEFITS CENTER-CIVILIAN (ABC-C)**

<https://www.abc.army.mil/>

♦ *The above link requires registration in the Army Benefits Center-Civilian at:*

<https://www.ebis.army.mil/POE.ASP?WCI=Warning&WCE=GoLogin&WCU>

*Click on "New Users/Forgot Password" and follow instructions.*





## ARMY KNOWLEDGE ONLINE (AKO)

Registration is mandatory for all employees.

[https://www.us.army.mil/portal/portal\\_home.jhtml](https://www.us.army.mil/portal/portal_home.jhtml)

◆ The above link requires registration from within the site. Click on "I'm a New User" and follow instructions.

Contact [cecomkm@mail1.monmouth.army.mil](mailto:cecomkm@mail1.monmouth.army.mil) with any questions.

## CECOM AIDP

### CECOM AUTOMATED INDIVIDUAL DEVELOPMENT PLAN (A-IDP)

<https://aidp.monmouth.army.mil/aidp>

◆ New Users: Click on above link. For both your login name and password, type the first three letters of your last name and the last five digits of your social security number. Example: DOE12345. Follow instructions to complete registration.



### KNOWLEDGE CENTER

<https://www.kc.us.army.mil>

Registration is mandatory for all CECOM employees. NOTE:

New employees must first register in "Army Knowledge Online (AKO)" at:

[https://www.us.army.mil/portal/portal\\_home.jhtml](https://www.us.army.mil/portal/portal_home.jhtml). You will then be

permitted to complete your registration in the Knowledge Center at:

<https://www.kc.us.army.mil/registration>.

◆ Use your Army Knowledge Online (AKO) user name and password when registering for the Knowledge Center.

Contact [cecomkm@mail1.monmouth.army.mil](mailto:cecomkm@mail1.monmouth.army.mil) with any questions.

### CECOM GENERAL INTEREST BULLETIN BOARD WEB SITE

<https://www.kc.us.army.mil/cecomgi.nsf/DBB?OpenView>

◆ The above link requires registration in the Knowledge Center at:

<https://www.kc.us.army.mil/registration>



### KNOWLEDGE CENTER DCSPER HOME PAGE

[https://www.kc.us.army.mil/homececomkc.nsf/fco\\_DCSPER?OpenForm](https://www.kc.us.army.mil/homececomkc.nsf/fco_DCSPER?OpenForm)

◆ The above link requires registration in the Knowledge Center at:

<https://www.kc.us.army.mil/registration>



### EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

<http://www.eeoc.gov/>



### FEDERAL TIMES

<http://federaltimes.com/>



### JOB OPPORTUNITIES WEB SITE

<http://cpol.army.mil/va/scripts/public.html>



### MY PAY

<https://mypay.dfas.mil/mypay.asp>



❖ *The above link requires you to first establish a Personal Identification Number (PIN) from within the "My Pay" system.*



**NORTHEAST CIVILIAN PERSONNEL OPERATIONS CENTER WEB SITE**  
<http://www.cpol.army.mil/ner/index.html>



**OFFICE OF PERSONNEL MANAGEMENT (OPM) – BENEFICIARY FORMS**  
<http://www.opm.gov/insure/designations/index.asp>



**THE WORK NUMBER FOR EVERYONE**  
<http://www.theworknumber.com>

❖ *Used for Verification of Employment or Income for many purposes such as reference checks, mortgages, financial aid such as Temporary Assistance to Needy Families (TANF), Food Stamps, Social Security, Medicaid, Child Support and other services.*



**THRIFT SAVINGS PLAN (TSP)**  
<http://www.tsp.gov>

❖ *The above site requires you first establish a Personal Identification Number (PIN) from within the TSP site at "Account Access." Click on "If you do not know your PIN, and want to get a new PIN, click here" and follow instructions.*



**ARMY CIVILIAN PERSONNEL ONLINE**  
<http://cpol.army.mil/index.html>

❖ *The above site contains information on a variety of topics with links included to employee benefits, employment information, the Army Acquisition Corps website, the Dept of Labor home page, salary tables, and much more.*

**NOTE ABOUT WEB SITES:** For security purposes, there are firewall devices that prevent you from entering specific web sites. If you receive an error message after clicking on any of the above links, copy the address and paste it into your Internet browser. Click "Go" and you should be directed to the selected site.





## EMPLOYEE GUIDE - BENEFICIARY DESIGNATIONS

- ◆ Obtain forms and important information about designations at the web sites provided below.
- ◆ Carefully complete the form(s), sign, date, and obtain the signatures of two witnesses that are not listed as beneficiaries.
- ◆ Follow the instructions for certification and submission under the form heading.

### **Federal Employees' Group Life Insurance (FEGLI) (SF 2823)**

[http://www.opm.gov/forms/pdf\\_fill/sf2823.pdf](http://www.opm.gov/forms/pdf_fill/sf2823.pdf)

**Reading Material:** <http://www.opm.gov/insure/life/handbook/pdf/designation.pdf>

- ✓ Have your CPAC representative review and authenticate your form(s).
- ✓ Keep the duplicate copy for your records.
- ✓ Mail the original only to the address below.

### **Unpaid Compensation (SF 1152) (last paycheck with balance of annual leave)**

<https://www.abc.army.mil/Information/ABCRetirement/Forms/SF1152.pdf>

- ✓ Have your CPAC representative review and authenticate your form(s).
- ✓ Keep the duplicate copy for your records.
- ✓ Mail only the original to the address below.

### **Federal Employees' Retirement System (FERS) (SF 3102)**

[http://www.opm.gov/forms/pdf\\_fill/sf3102.pdf](http://www.opm.gov/forms/pdf_fill/sf3102.pdf)

**Reading Material:** <http://www.opm.gov/asd/hod/pdf/C034.pdf>

- ✓ Have your CPAC representative review and authenticate your form(s).
- ✓ Keep the duplicate copy for your records.
- ✓ Mail to the address below.

### **Civil Service Retirement System (CSRS) (SF 2808)**

[http://www.opm.gov/forms/pdf\\_fill/sf2808.pdf](http://www.opm.gov/forms/pdf_fill/sf2808.pdf)

**Reading Material:** <http://www.opm.gov/asd/hod/pdf/C034.pdf>

- ✓ Keep a copy for your records.
- ✓ Mail directly to OPM using the address on the form.

### Thrift Savings Plan (TSP) Designation of Beneficiary (TSP-3)

[http://www.opm.gov/forms/pdf\\_fill/tsp-3.pdf](http://www.opm.gov/forms/pdf_fill/tsp-3.pdf)

Reading Material: <http://www.tsp.gov/curinfo/index.html>

- ✓ Keep a copy for your records.
- ✓ Mail directly to TSP using the address on the form.

***As indicated above, send only the original copy of forms for FEGLI, FERS and Unpaid Compensation to:***

NE CPOC  
ATTN: BENEFITS, ROOM 133  
314 JOHNSON ST  
APG MD 21005-5283

## Instructions for Army Benefit Center Civilian (ABC-C) Employee Enrollment

**(AVAILABLE TO YOU FIVE DAYS AFTER YOUR START DATE)**

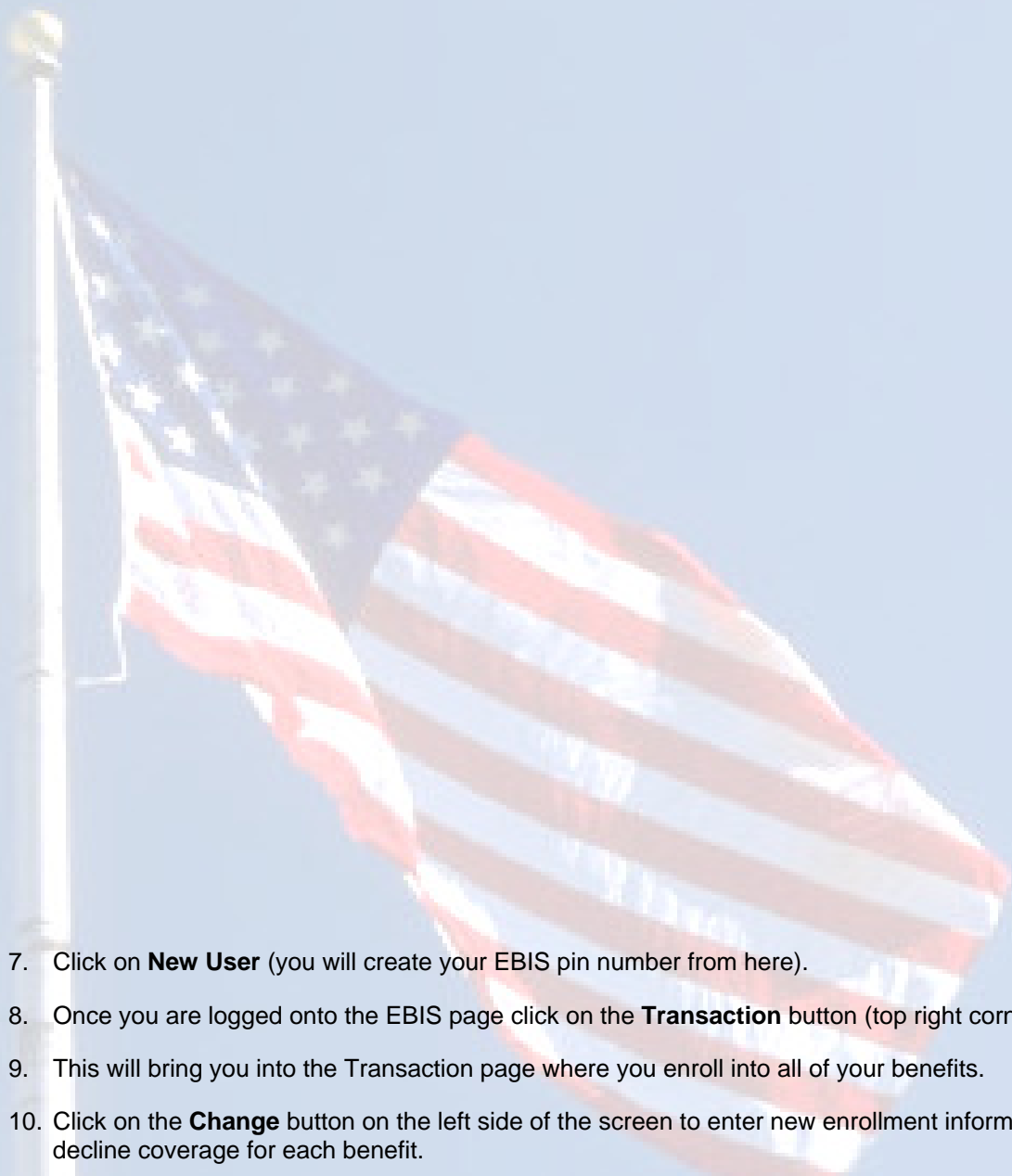
**Benefits/Health Insurance:** As a new employee there are some decisions that you will need to make, within 30-60 days from your appointment date.

- To choose a health plan of your choice you will need to go to <http://www.opm.gov>,
- Click on the **Employment & Benefits** link on the right side of the page
- Under "In Focus" click on **New Employee Benefits**. Read this page carefully.
- Once you have chosen a health plan, and you know the 3 digit health plan code, you are ready to enroll in ABC.

**The following instructions will assist you in setting up your ABC account:**

1. From the ABC-C homepage (<https://www.abc.army.mil>), click on the **Benefits/EBIS** button located at the top or left side of your screen.
2. Read the *Warning Notice* box and click on the **Continue** button.
3. Click the **Set Password** button located in the *New Users/Forgot Password* section on the bottom of your screen. You may also click the *Set Password* button to reset your POE password if you have forgotten it or feel it has been compromised in any way.
4. Complete the **Create or Reestablish Password** box and click **Continue**. Here you will need to enter your Service Computation Date (SCD), Civilian Pay Plan, Grade, and Step (NOTE: If your Pay Plan is not GS, your Step will be 00).
5. At the **Create Password** screen, set-up your password following the directions on the screen and click **Continue**. Please remember your password as the system will not let you change it within eight days of creating it. Your password will expire every 90 days.
6. Once you have successfully logged on to ABC, click on **ArmyEBIS** and the EBIS homepage will appear.



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7. Click on **New User** (you will create your EBIS pin number from here).
  8. Once you are logged onto the EBIS page click on the **Transaction** button (top right corner)
  9. This will bring you into the Transaction page where you enroll into all of your benefits.
  10. Click on the **Change** button on the left side of the screen to enter new enrollment information or decline coverage for each benefit.
  11. Don't forget to **PRINT YOUR ENROLLMENT RECEIPT** for each benefit selected (The receipts contains your effective dates for coverage). **Enrollment becomes effective the 1<sup>st</sup> full pay period after you have enrolled.**

**NOTE:** Once you have enrolled in TSP, a pin number will be sent to your home address (once a TSP deduction has been made from your paycheck). The pin number will give you access to the TSP website (<https://www.tsp.gov>). The TSP website is where you allocate your funds.

For your convenience, you may reach a live benefits counselor at **1-877-276-9287**.

Comments or recommended changes to this handbook may be made to the Civilian Personnel Advisory Center (CPAC), PECP-NER\CPAC, Fort Monmouth, NJ 07703-5000